

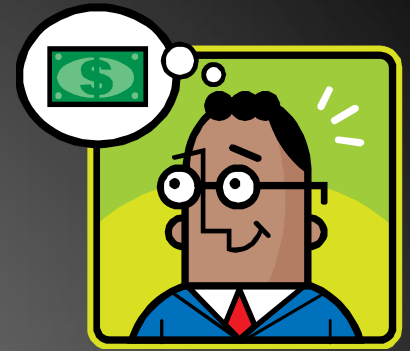
Comparability

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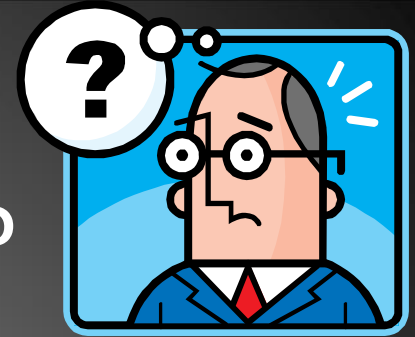
Comparability. What is it?



Federal Title I grants are intended to add to the normal education program of disadvantaged students. To ensure that these awards are used for additional programs, fiscal law requires that all Title I schools receive a “fair share” of State and local education funds.

Comparability.

How do I determine it?



The acceptable methods to compare schools include:

1. Student/Staff Ratio All TI
2. Student/Staff Ratio Mix
3. Large/Small Schools All TI
4. Large/Small Schools Mix
5. Per Pupil Spending All TI
6. Per Pupil Spending Mix
7. Hi/Low Poverty All TI

Comparability.

How do I calculate it?



School	Grade span	Oct 1 st or 40 th day student count	Oct 1 st total staff	SDER FTE teachers paid w/ federal \$\$	NET staff paid with local & state funds	Student / teacher ratio	Comparable
Albert Einstein HS	9-12	341	24.6	3.0	21.6	15.79	Yes
Benjamin Franklin HS	9-12	121	14.2	5.2	9.0	13.47	Yes
Christopher Columbus HS	9-12	145	13.0	2.1	10.9	13.30	Yes
Totals		607			41.5		
					Average Ratio	14.63	
					90% Average	13.17	
					110% Average	16.09	

Comparability. How do I record it?



FOUR REQUIREMENTS:

1. LEA WRITTEN PROCEDURES for compliance with the comparability requirement, including a timeline;
2. TESTING comparability of its schools in the fall every year (if not exempt) and adjusting resource allocations to comply, as necessary;
3. DOCUMENTING compliance every year, and providing supporting documentation for ADE to review; and
4. REPORTING an Assurance of Comparability to the Arizona Department of Education (ADE) by November 30th every other year. OR...
REPORTING calculations into ALEAT on the opposite year of the Assurance

FOUR REQUIREMENTS

Written Procedures

- A yearly timeline for demonstrating compliance.
- Identify the person responsible (including their position) for making and documenting the calculations.
- Choose and describe which resource (staff, salaries, or expenses) will be compared to the student population to determine comparability.
- A remedy to make resource adjustments when schools are not comparable.

FOUR REQUIREMENTS

Testing

Comparability of its schools in the fall every year (if not exempt) and adjusting resource allocations to comply, as necessary;

	Comparable Use of State & Local Funds at Title I Schools by Student to Staff Ratio							
1	Use when all of the sites within a comparison are Title I							
2	Site Name - (Sites with under 100 students are excluded from calculations and do not need not be listed)	Grade Span	40th Day Enrollment	SDER Staff	Federally Funded Staff	40th Day FTE	Instructional Staff Ratio	Comparable
3	Sample School	K-3	275	30	5	25	11.00	YES
4	Sample School 2	2-6	200	25	5	20	10.00	YES
5	Sample School 3	6-12	250	27	2	25	10.00	YES
6								
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19								
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25								
26								
27								
28								
29								
30								
31								
32								
33	Totals		725			70		
34			AVG Student/Staff Ratio				10.36	
35			90% Ratio				9.32	
36			110% Ratio				11.39	
37								
38								
39								

Instructions
Student Staff Ratio All T1
Student Staff Ratio Mix
Large Small All T1
Large Small Mix
Per Pupil Spending All T1
Per Pupil Spending Mix

FOUR REQUIREMENTS

DOCUMENTING

- All data provided in the workbook needs to be supported with back up documentation

FOUR REQUIREMENTS

REPORTING

An Assurance of Comparability to the Arizona Department of Education (ADE) by November 30th.

A-L odd fiscal years (2015)

M-Z even fiscal years (2016)

REPORTING

Calculations or the exemption sheet into ALEAT on the opposite year of the Assurance, also due by November 30th.

A-L even fiscal years (2016)

M-Z odd fiscal years (2015)

Exemptions

- Single Site LEAs
- LEAs with one school per grade span
(K-6), (7-8), (9-12)

Exemptions

School Letter Head

(Contact Information for main point of contact)

[DATE]
[LEA Name]
COMPARABILITY EXEMPTION PROCEDURES

Please choose one from the following exemptions:

- ____ Single site LEA
____ One school per grade span with no overlapping grades

[LEA Name] receives Title I grant funds and does not calculate comparability because [Checked Reason].

[LEA Name] will review its school status annually as part of the annual budget development and approval process. If the [LEA Name] stops receiving Title I funds or is no longer exempt (due to expansion or other reasons), then it will revise these procedures immediately in accordance with State guidance.

STAFF: The [Staff Position(s)] will be responsible for compliance, which includes the annual review and recordkeeping and completing the assurance of comparability.

The [LEA Name] is still required to notify ADE of its exempt status by completing and submitting an Assurance of Comparability every other year by the deadline. To meet the notification requirement, [LEA Name] shall submit the "Assurance of Comparability" available under Academic Achievement Reports via the [Common Logon](#).

DOCUMENTATION OF EXEMPTION: The [LEA Name] will keep a [paper and/or electronic] file containing these procedures, student counts, and a copy of the biannual Assurance of Comparability available for inspection in the [Location Name] located at [Location Address] for not less than three (3) years.

(Revision Date)

(Any other school information from Letterhead)

School Letter Head

(Contact Information for main point of contact)

Procedures for complying with the Title I Comparability Requirements

(Date) – Gather information

Obtain the following reports from district staff:

- 40th day student count from (person/reporting system)
- District staffing positions by school site from (person/reporting system)
 - Report should represent staffing around the 40th day time period
- All reports will be retained at (location/computer folder/etc.)

(Date) – Calculate Comparability/File Exemption

Prepare the comparability tables in the comparability workbook

- (Describe method used if applicable)
- (Describe exemption used if applicable)

(Date) – Review Calculation/Exemption with Business Manager/Superintendent

Review outcome of (Calculation/Exemption)

- Make recommendations if shown not comparable
- Review other methods to ensure comparability can be shown

(Date) – Submit Comparability/Exemption report to the Department of Education

Comparability report can be filed through ALEAT

- Supporting evidence should be filed with the workbook

Assurance of Comparability is to be filed through ALEAT biennially attesting that our sites are meeting comparability or are exempt.

(Revision Date)

(Any other school information from Letterhead)

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